

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814  
(916) 322-3216



June 18, 1986

ALL-COUNTY LETTER NO. 86-54

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: REFUGEE DEMONSTRATION PROJECT MONTHLY GRANT  
REDUCTION, TERMINATIONS AND SANCTIONS REPORT  
(FORM RS 16)

REFERENCE: ACL 85-93

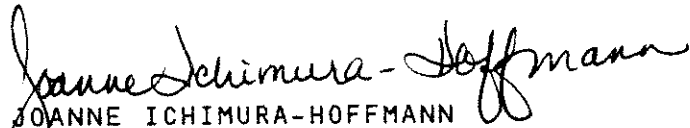
This letter transmits to participating counties the Refugee Demonstration Project (RDP) Monthly Grant Reduction, Terminations and Sanctions Report (Form RS 16). The data collected on the form is needed to meet federal reporting requirements and to evaluate the Refugee Demonstration Project.

The report collects information on all refugees, whose grants were either reduced, terminated, or sanctioned for refusing to cooperate/participate. The net amount of savings that result from these actions is also to be reported.

For the RDP evaluation, counties are required to submit a separate RS 16 report for each month beginning with the July, 1985 report period and continuing through the April, 1986 report period. All reports should be submitted by no later than June 30, 1986. The report for the May, 1986 report month is due by June 20, 1986. Subsequent reports are due by the 20th of the month following the report month.

Programmatic questions should be directed to your program consultant in the Office of Refugee Services at (916) 324-1576 or ATSS 484-1576. Questions concerning the information to be

submitted on the RS 16 report should be directed to Marie Crews of the Statistical Services Section at (916) 322-5462 or ATSS 492-5462.

A handwritten signature in cursive script, reading "Joanne Ichimura-Hoffmann".

JOANNE ICHIMURA-HOFFMANN  
Deputy Director  
Management Systems and  
Evaluation Division

cc: CWDA

Attachment

# REFUGEE DEMONSTRATION PROJECT MONTHLY GRANT REDUCTIONS, TERMINATIONS AND SANCTIONS REPORT

Reports are due on or before the 20th of the month following the close of the report month.

Send original and one copy to:

Department of Social Services  
Statistical Services Section  
744 P Street, M.S. 12-81  
Sacramento, CA 95814

Send one additional copy to your program analyst

COUNTY

FOR THE MONTH OF

, 19

## PART A. REDUCTIONS

CASES

PERSONS

DOLLARS

1. Family Groups

\$

2. Unemployed

\$

## PART B. TERMINATIONS

1. Family Groups

\$

2. Unemployed

\$

## PART C. SANCTIONS

1. Family Groups

\$

2. Unemployed

\$

COMMENTS

REPORT PREPARED BY (PLEASE PRINT)

TELEPHONE NUMBER

DATE

**REFUGEE DEMONSTRATION PROJECT  
MONTHLY GRANT REDUCTIONS TERMINATIONS AND SANCTIONS  
FORM RS 16**

**CONTENT**

This report provides for the collection of monthly information on grant reductions, grant terminations, sanctions, and the savings resulting from these actions, for refugees whose welfare grants are funded under the Refugee Demonstration Project (RDP).

**PURPOSE**

The purpose of this report is to collect data needed to meet federal and state reporting requirements of the Refugee Demonstration Project (RDP) and for program evaluation.

**DISTRIBUTION**

Data from these reports will be compiled into a summary for use by department managers, the legislature, the federal government and other interested agencies and individuals.

**DUE DATE**

Reports are to be received in Sacramento on or before the twentieth day of the month following the end of the report month (i.e. October report due November 20th; January report due February 20th). The report shall be completed in duplicate and sent to:

Department of Social Services  
Statistical Services Section  
744 P Street, MS 12-81  
Sacramento, CA 95814

If the report will be either delayed or incomplete in any way, please contact the Statistical Services Section at (916) 322-2230 or ATSS 492-2230.

**DEFINITIONS**

- Cases — Cases with grant related actions.
- Persons — Persons carried in each of the reported cases. Exception: persons reported in Part C — Sanctions must be limited to the number of persons actually sanctioned.
- Dollars — The amount of grant savings during the report month resulting from reductions, terminations or sanctions on the reported cases.

**INSTRUCTIONS**

The report is divided into three parts: Part A-Reductions, Part B-Terminations, and Part C-Sanctions. In each part, report the number of refugee cases and persons whose cash grants were affected by participating in training or accepting an offer of employment during the report month.

**Part A — Reductions**

Report the number of cases and persons whose cash grants were reduced for the first time during the current state fiscal year as a result of training or employment. Subsequently monthly reports should not include these cases and persons as they are to be reported once during a state fiscal year. Should there be a reduction in the cash grant after the beginning of a new state fiscal year, persons and cases reported during the previous fiscal year are to be reported.

Report the initial grant savings and all subsequent net savings resulting from grant increases/decreases. In computing these net savings, take into account all grant actions for cases and persons reported in previous reports during the state fiscal year.

**Part B — Terminations**

Report the number of cases and persons whose cash grants were terminated as a result of training or employment. Report the total grant savings for the cases reported.

**Part C — Sanctions**

Report the number of cases and persons whose cash grants were sanctioned for refusing to cooperate/participate in program activities or for refusing to accept an appropriate offer of employment. Person counts must be limited to the number of participants actually sanctioned - do not include all members of the cash assistance unit if only the head of household was sanctioned. Report the total grant savings for the cases reported.

If there is nothing to report on an item, enter "0"; however, if there is nothing to report on any of the items in either Part A, Part B, or Part C, draw a line across the entire part. Zero entries need not be made in this instance.

REFUGEE DEMONSTRATION PROJECT  
MONTHLY GRANT REDUCTIONS, TERMINATIONS AND SANCTIONS  
FORM RS 16

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## INSTRUCTIONS

The report is divided into three parts, Part A Reductions, Part B Terminations and Part C Sanctions. In each part, report the number of refugee cases and persons whose cash grants were affected by participating in training or accepting an offer of employment during the report month.

### Part A - Reductions

Report the number of cases and persons whose cash grants were reduced for the first time during the current state fiscal year as a result of training or employment. Subsequent monthly reports should not include these cases and persons as they are to be reported once during a state fiscal year. Should there be a reduction in the cash grant after the beginning of a new state fiscal year, persons and cases reported during the previous RS 16 - RDP fiscal year are to be reported.

Report the initial grant savings and all subsequent net savings resulting from grant increases/decreases. In computing these net savings, take into account all grant actions for cases and persons reported in previous RS 16 - RDP reports during the state fiscal year.

### Part B - Terminations

Report the number of cases and persons whose cash grants were terminated as a result of training or employment. Report the total grant savings for the cases reported.

## PART C - Sanctions

Report the number of cases and persons whose cash grants were sanctioned for refusing to cooperate/participate in program activities or for refusing to accept an appropriate offer of employment. Person counts must be limited to the number of participants actually sanctioned - do not include all members of the cash assistance unit if only the head of household was sanctioned. Report the total grant savings for the cases reported.

If there is nothing to report on an item, enter "0"; however, if there is nothing to report on any of the items in either Part A, Part B or Part C, draw a line across the entire Part. Zero entries need not be made in this instance.